

DRAFT MEETING SUMMARY (v.1)

DRAFT - NOT APPROVED BY COMMITTEE

HANFORD ADVISORY BOARD
HEALTH, SAFETY, AND ENVIRONMENTAL PROTECTION COMMITTEE
April 12, 2001
Richland, WA

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<i>This is only a summary of issues and actions in this meeting. It may not represent the fullness of ideas discussed or opinions given, and should not be used as a substitute for actual public involvement or public comment on any particular topic unless specifically identified as such.</i>

Introduction

The meeting was opened by Doug Huston, vice-chair of the former Health, Safety and Waste Management Committee. After introductions, the committee renamed itself in order to better reflect its scope. Committee members wanted to be sure that its scope included environmental protection as well as worker and public protection. The committee felt its emphasis should be on *how* the work is being done, not just what is being done, and that its name should be different from the Department of Energy's (DOE) Environment, Health and Safety program. The committee agreed to call itself the Health, Safety, and Environmental Protection Committee. Then, operating by consensus, the committee selected Dan Simpson as its chair and Keith Smith as vice-chair.

Work Planning

Ruth Siguenza, EnviroIssues, distributed the following documents to assist the committee with its work planning: "Possible Topics for June Meeting (brainstormed at April 2001 HAB meeting)," "Issues Assignment – Issues that clearly reside in one committee (Attachment 2)," "Cross-cutting Issues Assignment (Attachment 3)," and "Committee Work Planning Table (blank)." Ms. Siguenza suggested that the committee begin by elaborating the work planning details for issues that clearly reside in one committee (Handout Attachment 2). She explained that as part of the newly adopted guidelines on committee restructuring, each issue should have clearly defined policy issues, at least one issue manager, an issue manager to do list, and an identification of cross-cutting committees.

Dan Simpson had prepared overheads of issues the committee should consider incorporating into its work plan. Copies of these overheads were distributed to committee members (see list of Handouts). Mr. Simpson had listed topics according to whether the Health, Safety, and Environmental Protection (HSEP) Committee was the lead committee or whether the topic was a cross-cutting issue. These lists led to a committee discussion of which issues could be considered sub-issues of others, which issues were highest priority, and whether HSEP was the lead committee or not.

Ruth Siguenza informed the committee that the Public Involvement and Communication Committee had discovered through its work planning efforts that it was the lead committee on only three issues (the rest were cross cutters) so it developed a system in which members were assigned as liaisons to the other four committees. The HSEP committee agreed to consider a similar option and then proceeded to develop work planning details on issues that had been identified as possible topics for the June Board meeting. The results of this work planning are in the attached Work Planning Table.

Committee member Jim Trombold proposed a float trip on the Hanford Reach. He suggested that the committee either learn about or conduct a general review of the Hanford site's standard air and water monitoring procedures. He wanted to know about these standards and suggested that the committee could prepare a report to the full Board on the topic. After agreeing that this was a topic of interest, the committee chose to keep it as an internal issue and not include it in the official work planning.

The committee returned to the possibility of assigning liaisons to other committees. Members agreed to this but did not see a need to formally assign people since most members are also members of other committees. Instead the committee will rely on the general premise that those committee members who belong to other committees should be prepared to come back and report on issues of relevance.

Keith Smith informed the committee that if it wants to sponsor a presentation by any safety representatives then he needs at least a month's notice. Ruth Siguenza reminded the committee that presentations should be developed through the consensus of the whole committee. The appropriate issue manager should reserve a slot on the meeting agenda, work with the presenter before the meeting, then allocate the available meeting time between the issue manager, the presenter, and committee discussion. She strongly encouraged issue managers to work with agency contact people and emphasized the importance of working through DOE (Gail McClure and her staff), especially when there was interest in obtaining information from contractors.

Identification of Topics for Upcoming Meetings

Next the committee discussed topics it intends to cover at its next meeting, and how much time should be allocated for each. Ruth Siguenza explained that the Executive Issues Committee (EIC) has a conference call scheduled for 3:00 pm on Tuesday, April 17th and at that time the May committee meeting times will be decided.

The committee determined that its most pressing issue of concern was the solid waste Environmental Impact Statement, a cross-cutting issue on which the River and Plateau Committee has the lead and has already scheduled discussion time in its meeting. The committee decided to send its comments via the issue manager (Joe Richards), who is also a member of the River and Plateau Committee.

When committee members queried how the entire Hanford Advisory Board (HAB) could have been out of the loop on the low-level burial trench environmental assessment, Ruth Siguenza explained EnviroIssues' administrative process for HAB correspondence: Because of the volume of mail the HAB receives each week, about once a week EnviroIssues has been faxing a list of the letters to the former Executive Committee. Each member of the Executive Committee was responsible for reviewing the list and identifying those letters of concern to individual issue managers and committees. They were also responsible for flagging any correspondence that should be sent to the entire HAB or included in the next packet. The environmental assessment notification in question was sent to HAB Chair Todd Martin on February 14th, but nobody on the Executive Committee picked it up. Ms. Siguenza suggested that the committee or the HAB could name a National Environmental Policy Act (NEPA) issues manager so the facilitation team can automatically send all environmental assessment notices to that person. She added that the new Executive Issues Committee (EIC) would have to decide if it wants to continue this process.

The committee decided to have Dan Simpson and Joe Richards be its representatives on the EIC conference call. The committee scheduled a conference call on Tuesday May 1st at 2:00 pm to discuss the need for a committee meeting in May and/or a meeting in June. Many members were concerned that if the committee does not maintain a slot in committee week then there will be no trigger for further issue identification. Taking this concern into consideration, the committee decided to request a half-day meeting "placeholder" during committee week, to be used in case any pertinent issues emerge.

Handouts

- Hanford Advisory Board Committee Lists, Updated April 9, 2001 for Human Health & Safety Committee
- Human Health & Safety Committee Draft Meeting Agenda, Revised March 19, 2001
- Possible Topics for June Meeting (brainstormed at April 2001 HAB meeting), April 10, 2001
- Issues Assignment – Issues that clearly reside in one committee (Attachment 2), February 20, 2001
- Cross-cutting Issues Assignment (Attachment 3), February 20, 2001
- Key Decision Points for Restructuring Proposal Adopted at April 6, 2001 Board Meeting, April 6, 2001
- Committee Work Planning Table (blank), April 10, 2001
- River and Plateau Committee Work Planning Table – Issue Manager assignments determined at 4/10/01 meeting

- Tank Waste Committee Work Planning Table – Issue Manager assignments determined at 4/10/01 meeting
- Public Involvement and Communication Committee Work Planning Table – Issue Manager assignments determined at 4/10/01 meeting
- Dan Simpson's Overhead Issues Lists, April 12, 2001

Attendees

HAB Members and Alternates

Martin Bensky	Pam Brown	Doug Huston
Susan Leckband (phone)	Joe Richards	Fred Roeck
Dan Simpson	Keith Smith	Margery Swint
Tim Takaro (phone)	Jim Trombold	

Others

Marla Marvin, DOE-RL	Michelle Anderson-Moore, Ecology	Nancy Myers, BHI
S. J. Olinger, DOE-RL		Christina Richmond, EnviroIssues
		Ruth Siguenza, EnviroIssues
		Susan Wright, EnviroIssues
		Peter Bengston, PNNL